

**REAL ESTATE CONTRACTUAL FORMS ADVISORY COUNCIL  
MEETING MINUTES  
July 23, 2015**

**PRESENT:** Debra Conrad, Jack Drzewiecki, Michael Gordon, Cori Lamont, Scott Minter, Kim Moermond, Jonathan Sayas, Michael Sewell, Gary Tritz, Thomas Weber

**EXCUSED:** Stephen Beers, Casey Clickner, Richard Petershack, Pamela Widen

**STAFF:** Brittany Lewin - Executive Director; Nilajah Madison-Head - Bureau Assistant

**CALL TO ORDER**

Gary Tritz called the meeting to order at 9:35 a.m. A quorum of Ten (10) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Cori Lamont moved, seconded by Thomas Weber, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF MAY 27, 2015**

**MOTION:** Debra Conrad moved, seconded by Thomas Weber, to approve the minutes of May 27, 2015 as published. Motion carried unanimously.

**REVIEW OF CONTRACTUAL FORMS FOR REVISION**

**MOTION:** Jack Drzewiecki moved, seconded by Michael Gordon, to recommend the Real Estate Examining Board adopt the following forms and delegate authority to Stephen Beers to make any modifications and to report the revisions and recommendations to the Real Estate Examining Board:

1. WB-40 Amendment to Offer to Purchase
  2. WB-41 Notice Relating to Offer to Purchase
  3. WB-42 Amendment to Listing Contract
  4. WB-44 Counter Offer
  5. WB-45 Cancellation Agreement & Mutual Release
- Motion carried.

**ADJOURNMENT**

**MOTION:** Michael Gordon moved, seconded by Cori Lamont, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 1:28 p.m.